

Professional and Managerial Branch
Cultural Group
Zoo Series

ZOO DEPUTY DIRECTOR

05/96 (TLW)

Summary

Under general direction, plan, develop, organize and direct daily zoo operations and activities including oversight of comprehensive animal care and disease control program.

Typical Duties

Direct comprehensive veterinary health program for zoo animal collection. Involves: developing, implementing and enforcing departmental animal care and disease control regulation; ensuring compliance with all applicable governmental animal care regulations; monitoring and reviewing animal's diets and nutritional needs; reviewing and recommending changes in environmental requirements in animal housing, restraint systems and exhibits; supervising maintenance and control of narcotics and dangerous drugs, animal identification, records and inventory systems; providing veterinary services for care and treatment of zoo animals; performing epidemiological investigations.

Assist in management of zoo operations and activities. Involves: reviewing and approving budget expenditures; assisting in preparation and administration of operating and maintenance budget; designing and approving renovation and new construction; administering occupational health program; assisting in developing zoo safety standards and practices for the general public and animal collection; overseeing operation and maintenance of departmental computer system; participating in zoo animal acquisition, husbandry, management and disposition decisions; assist in development of animal exhibit graphics, design and maintenance; acting as liaison in monitoring contract compliance with concessionaires such as enforcing hours, coordinating special events, and approving price changes in restaurant and gift shop.

Consulting and collaborating with the public and professional colleagues in public education, training and information activities. Involves: coordinating, planning and providing technical guidance to zoological society; attending and presenting material at professional conferences; researching and evaluating other zoological facilities and operations; maintaining liaison with other zoos, governmental agencies, outside contractors, and the general public, supervising and instructing pre/post professional students and volunteers during rotations in veterinary department.

Supervise assigned personnel through subordinate supervisors. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related professional duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities necessary to maintain continuity of operations and similarly performing duties of coworkers, if required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college of veterinary medicine as a D.V.M. or V.M.D. and six years in the practice of veterinary medicine including four (4) years of comprehensive and varied experience in exotic animal medicine and surgery, and two (2) years in program administration and management.

Knowledge, Skills, and Abilities: Comprehensive knowledge of: modern methods and practices of zoo veterinary medicine including exotic animal care, diagnostic procedures, restraint, treatment, disease control and epidemiological techniques. Considerable knowledge of: exotic animal nutrition, housing and environmental requirements; administration and management principles and practices. Good knowledge of: animal species, behaviors, habitats, and restraints systems.

Ability to: administer, direct and manage diverse personnel and programs; develop and implement comprehensive

animal care programs; conduct epidemiological investigations; diagnose and treat animal health problems; clearly and concisely communicate facts and recommendations both orally and in writing ; establish and maintain effective working relationships with fellow employees, officials, and the general public; firmly and impartially enforce established rules and regulations; prepare comprehensive reports and maintain complex records of a highly specialized nature.

Skill in safe operation and care of: veterinary equipment including restraint, remote injection, x-ray, endoscopy, monitoring and anesthetic equipment; handling and restraining zoo animals.

Physical Requirements: Handle and restrain zoo animals; move heavy objects (up to 50 lbs.); enter and access animal areas; work in humid and contaminated surroundings; work under any weather conditions.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Licenses and Certificates: Licensed to practice veterinary medicine in the State of Texas or licensed in another state and must obtain Texas license within one (1) year from date of hire. Must obtain Texas and DEA Controlled Substances Registrations, USDA Accreditation within six (6) months from date of hire. Texas Class "C" Drivers License or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL